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Director of Training

1 August 1952

Deputy Director of Training (General)

TR(G) Weekly Summary Report

1. [] Training Liaison Officer of the Office of Operations has proposed the establishment of a laboratory in [] Building for the purpose of giving reading improvement courses to approximately eighty employees. Present space and facilities will not permit the acceptance of so many trainees in a single class. It is proposed, therefore, that the Chief of the Reading Improvement Branch accept only twenty trainees at one time. This proposal was concurred in by O/O.

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2. A meeting is presently planned with [] of [] to discuss the content and scope of the Seminar on International []. A survey is presently being made to determine the needs and requirements of those who may be participating in such a course.

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3. [] the Acting Chief, Training Branch, Office of Communications, has proposed that he be authorized to use correspondence courses for the training of Communications personnel in certain subjects. The Budget Analyst of the Communications Office is exploring the possibility of transferring to the Office of Training sufficient funds to cover the cost of the proposed program.

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4. Arrangements for beginning the first CIA Human Resources Program Course in ORR are completed. The first course will include the AD, his staff and division chiefs and will be held on August 6, 7, 8, 11, 12, and 13.

5. An experimental ten-hour course for clerical employees scheduled to go directly to their Offices with no orientation or training has recently been conducted. It is believed that such a course given on the job is the most functional kind of training which can be given in a short time.

6. Dissolution of the Unclassified Training Group "A" program is planned for 15 August. Trainees who may require instruction previous to their final security clearance will be handled on a tailor-made basis by the Office of Training. Close coordination with the various Offices requiring such training will be maintained so that proper guidance can be given.

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7. A combined total of 113 students is presently enrolled in the introductory and self-study courses in the Language Training Center. During the week the Language Laboratory was used for a total of 349 student hours.

8. Personnel enrolled in the various courses and programs in the Office of Training (General) reached 425 during the week ending 1 August.



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